

# COASTAL ENVIRONMENT CENTRE'S RISK MANAGEMENT PLAN



northern  
beaches  
council

Coastal  
Environment Centre  
Narrabeen

The Coastal Environment Centre facilitates a number of education activities designed for K – Year 12, risks may diminish with age.

Location Activity	Hazard Identification	Current Controls	Risk Assessment	Elimination or control measures	Final Risk	Who / When
Covid19 Safety Plan additions	<ul style="list-style-type: none"> <li>Students or teachers spread Covid 19 to CEC staff or other participants</li> </ul>	<ul style="list-style-type: none"> <li>Anyone feeling sick or unwell with flue like symptoms should not attend.</li> </ul>	2	<ul style="list-style-type: none"> <li>As with school attendance, students, teachers and any parent helpers should NOT attend if they are feeling unwell or have any flu like symptoms.</li> <li>Any participant with flu like symptoms should get tested and stay home until they receive their negative result.</li> <li>Teachers should review the most recent advice from NSW Health and be reasonably confident that their class will comply.</li> </ul>	5	Teachers, students and CEC Educators
	<ul style="list-style-type: none"> <li>Covid19 may be spread by close contact.</li> </ul>		2	<ul style="list-style-type: none"> <li>All participants will be instructed to bring their own food, drinks and sanitiser. They won't share any food.</li> <li>Participants will be use sanitiser on arrival, as they enter the CEC and before and after using public toilets.</li> <li>CEC Educators will use personal speakers to reduce aerosol dispersal from using loud voices outside.</li> <li>Social distancing will be maintained between all adults.</li> </ul>	4	Teachers, CEC Educators
	<ul style="list-style-type: none"> <li>Someone may be a close or casual contact and need to be traced by NSW Health.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers have accurate class rolls for all students attending a fieldtrip.</li> </ul>	2	<ul style="list-style-type: none"> <li>Teachers and adults will log in on entering the CEC with the Service NSW app. Teachers will have an accurate roll of all the students attending each fieldtrip and be able to provide all contact details to NSW Health if and when required.</li> </ul>	4	Teachers and adults
	<ul style="list-style-type: none"> <li>School Groups might infect surfaces in the CEC.</li> </ul>	<ul style="list-style-type: none"> <li>Limit accessible surfaces.</li> <li>Begin each day with clean surfaces</li> </ul>	2	<ul style="list-style-type: none"> <li>Surfaces in the CEC and relevant field equipment will be wiped down with disinfectant. Cleaners come three nights a week to give the CEC a thorough clean/vacuum.</li> </ul>	5	CEC staff, cleaners

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Outdoor activities at various sites on Sydney's Northern Beaches	<ul style="list-style-type: none"> <li>Weather extremes</li> <li>Dramatic weather change</li> <li>Bushfire</li> <li>Lightning</li> </ul>	<ul style="list-style-type: none"> <li>Participants are advised to be prepared and appropriated dressed for variable weather.</li> </ul>	2	<ul style="list-style-type: none"> <li>CEC educators will monitor the weather forecast for any extreme conditions and advise of any concerns.</li> <li>On extreme weather days and on very high to catastrophic fire danger days the CEC will liaise with the school to arrange alternative locations or dates.</li> <li>In the case of observed lightning CEC educators will adhere to the 30/30 rule.</li> </ul>	4	CEC Educators School Co-ordinator – before  CEC-during
	<ul style="list-style-type: none"> <li>Slip, trips and falls</li> <li>Falling from heights</li> <li>Crossing roads, carparks</li> </ul>	<ul style="list-style-type: none"> <li>All students are to wear enclosed shoes and keep to pedestrian paths and zebra crossings.</li> </ul>	3	<ul style="list-style-type: none"> <li>CEC Educator walks at the front of the group and designated teacher to supervise the rear. Constant supervision of student well back from edges.</li> <li>Where possible ensure one adult is on the crossing watching for cars while students are crossing.</li> <li>Students use designated lookouts and are instructed to remain the landward side of fences / safety railings.</li> <li>CEC Educators will warn students where slippery surfaces will be encountered, for example on the Rock Platform. Students should walk on the dry rocks.</li> </ul>	5	CEC Educators – before and during  School teacher / Co-ordinator - before and during
	<ul style="list-style-type: none"> <li>Sunburn</li> <li>Dehydration</li> </ul>	<ul style="list-style-type: none"> <li>All students should wear hats and appropriate clothing.</li> </ul>	4	<ul style="list-style-type: none"> <li>Carry sunscreen and instruct students to re-apply throughout the day.</li> <li>CEC educators seek shade where possible</li> <li>All participants are asked to bring a re-fillable water bottle. CEC educators plan for water stops and where possible to have access to a tap to re-fill bottles.</li> </ul>	5	Both before and during.  CEC Educators – during
	<ul style="list-style-type: none"> <li>Cold, hypothermia</li> </ul>	<ul style="list-style-type: none"> <li>All students are asked to wear warm clothes and bring a raincoat.</li> </ul>	4	<ul style="list-style-type: none"> <li>CEC staff will monitor weather and liaise with schools in the event of bad weather being forecast and try to postpone if possible.</li> <li>Minimise exposure to heavy rain and cold winds where possible, depending on age and experience of students.</li> </ul>	5	Both before  CEC Eds. during

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Outdoor activities	<ul style="list-style-type: none"> <li>Washed off rocks resulting in</li> <li>Scratches</li> <li>Drowning</li> </ul>	<ul style="list-style-type: none"> <li>Plan rock platform excursions for a falling low tide.</li> </ul>	2	<ul style="list-style-type: none"> <li>Wave conditions monitored, boundaries are set and students' access restricted to safe areas.</li> <li>Constant supervision of students to ensure they keep a safe distance back from the edge.</li> <li>Younger classes have additional parent volunteers.</li> </ul>	4	CEC Eds. - before and during. All - during.
Rock Platform; Bush and Wetland sites.	<ul style="list-style-type: none"> <li>Sea creatures, insects, ticks and snakes present in the field resulting in</li> <li>Stings</li> <li>Bites</li> </ul>	<ul style="list-style-type: none"> <li>Closed in shoes must be worn and students to follow directions from CEC educators regarding safest route</li> </ul>	4	<ul style="list-style-type: none"> <li>Site specific hazards are explained, by CEC Educators to all adults and students on arrival.</li> <li>Students are warned about dangerous animals and shown photos. Students are instructed not to put their hands in crevices or under rocks. If a dangerous creature is sighted tell a CEC Educator immediately.</li> <li>Insect repellent should be offered when entering insect and tick prone areas, while avoiding high tick areas like long grass.</li> <li>Carry first aid kits equipped to manage a snake bite, and with Lyclear for ticks.</li> <li>Follow emergency procedure for serious incidents.</li> <li>Complete and register an incident form if first aid is given.</li> </ul>	5	CEC Eds before  CEC Educators and school teachers – during  CEC Eds. - after
	<ul style="list-style-type: none"> <li>Sharp objects, surfaces, sticks, stones when walking on land or in shallow water</li> <li>Cuts</li> <li>Bruises</li> </ul>	<ul style="list-style-type: none"> <li>All students are to wear enclosed shoes at all times.</li> </ul>	5	<ul style="list-style-type: none"> <li>Try to stay on the dry rocks as much as possible.</li> <li>In shallow water check area for hazards before students enter, for example, if they need to collect water bugs.</li> <li>Carry first aid kits to wash or treat any minor cuts, generally the CEC Ed continues to teach to allow the teacher to administer any first aid.</li> <li>If more serious refer to emergency procedure</li> <li>CEC Educators will demonstrate the correct use of any on sharp field equipment such as soil thermometers.</li> </ul>	6	CEC Educators and teachers - during  CEC Educator – as required

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General Outdoor Education	<ul style="list-style-type: none"> <li>Outdoor activities may expose students to physical exertion or items that may trigger</li> <li>Asthma Allergic reaction</li> </ul>	<ul style="list-style-type: none"> <li>Visiting schools must carry student asthma and allergy plans and appropriate medication.</li> </ul>	3	<ul style="list-style-type: none"> <li>Notify CEC of any students with relevant medical or allergic conditions.</li> <li>Ensure trained staff is available to administer epipen.</li> <li>Visiting school must brief CEC educators on any students at risk with asthma or allergies.</li> <li><b>NB CEC Educators DO NOT administer medications</b> Ensure staff and students are aware of emergency response procedures.</li> </ul>	5	<p>Co-ordinator – before</p> <p>All teachers - during</p>
Outdoor Ed. in public reserves.	<ul style="list-style-type: none"> <li>Students may come in contact with dogs resulting in a dog bite.</li> <li>Burns from push to heat BBQ plates.</li> </ul>	Avoid walking near any off lease dog areas.	3	<ul style="list-style-type: none"> <li>Students are advised not to approach or pat any off leash or on leash dogs.</li> <li>Supervision by teachers is required at all times</li> <li>CEC Eds. call the Ranger if a dangerous dog is near.</li> <li>Students are to keep away from BBQ plates.</li> </ul>	5	CEC Educators and Teachers – during.
CEC Centre	<ul style="list-style-type: none"> <li>Electrical Hazards</li> </ul>	<ul style="list-style-type: none"> <li>CEC staff check all access points to the CEC for trip, fall and choking hazards.</li> </ul>	4	<ul style="list-style-type: none"> <li>All electrical equipment to be tested and tagged on a regular basis.</li> <li>All power cords are to be in locations where they present no trip hazard or are covered with an appropriate anti-trip product.</li> </ul> <p>All items identified as a potential choke hazard are placed out of reach at the rear of the touch table</p>	6	CEC Educators - before

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<b>Qualifications, Training and Equipment</b>	<p>CEC Educators have:</p> <ul style="list-style-type: none"> <li>Accredited teaching or environmental qualifications or equivalent experience.</li> <li>Current First Aid Certification</li> <li>Completed working with Children's check NSW</li> <li>Current drivers licence</li> </ul> <p>CEC Educators carry:</p> <ul style="list-style-type: none"> <li>basic first aid kit</li> <li>mobile phone</li> <li>sunscreen</li> </ul>
<b>Equipment &amp; Access</b>	<p>Staff will use a range of equipment relevant to the field trip learning. All equipment used will be given out with a safety demonstration prior to being used.</p> <p>The CEC is wheelchair accessible, and has access to disabled toilets. Wheelchair accessibility may be limited at some coastal, wetland and bushland sites, but the CEC can modify field trips to accommodate students with special needs.</p>

**Risk Table: How likely is it to happen and how serious is it?**

- 1 Extreme risk, immediate action required**
- 2 and 3 = High risk: action required**
- 4 and 5 = Moderate risk: some action required**
- 6 Low Risk: action may not be required**

Likelihood	Very Likely	Likely	Unlikely	Very Unlikely
<b>Consequence</b>				
<b>Catastrophic</b> Kill or permanent injury	1	1	2	3
<b>Major</b> Long term illness or serious injury	1	2	3	4
<b>Moderate</b> Medical attention required	2	3	4	5
<b>Minor</b> First Aid required	3	4	5	6



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